

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF NEW YORK



DATE:	1/22/2015
POSITION:	Human Resources Technician
LOCATION:	500 Pearl Street, New York, New York
CLASS LEVEL:	CL 24 – CL 25
SALARY:	\$39,526 - \$70,980 (depending on qualifications and experience)
VACANCY NO:	15-05
CLOSING DATE:	02/05/2015

POSITION OVERVIEW: The United States District Court for the Southern District of New York, Clerk's Office has a vacancy for a Human Resources Technician. The incumbent provides a wide range of human resources services to the court including performing administrative, technical, and professional work related to human resources operations while ensuring compliance with the appropriate guidelines, policies, and approved internal controls.

DUTIES AND RESPONSIBILITIES:

- Assist with the processing of a variety of human resources and payroll actions such as appointments, promotions, separations, terminations, within grade increases, and benefit elections and changes.
- Assist with benefit program coordination; provide assistance to all U.S. District Court Judges, U.S. Magistrate Judges, Clerk's Office and District Executive's staff in the federal benefits areas, including health and life insurance, Thrift Savings Plan, and retirement programs Civil Service Retirement System and Federal Employees Retirement System (CSRS and FERS).
- Maintain and monitor human resources records, including payroll and leave records using Human Resource Management Information System (HRMIS) while adhering to national and local court guidelines. Track and enter time sensitive data. Assist with administration and tracking of employees who are approved for Family Medical Leave Act (FMLA) and the leave donation program. Assist with the management of employees in non-pay status.
- Assist with the management of employees' due dates for performance evaluations, step increases and promotions.
- Assist with recruitment efforts, such as prepare and distribute vacancy announcements in compliance with EEO guidelines, coordinate employment testing and interviews, and conduct reference checks.
- Assist in the administration of background and investigation checks.
- Gather and maintain data for required reports, such as telework, and fair employment practices, etc.
- Track incoming and outgoing law clerks and chambers staff.
- Assist with the new-hire orientation for new clerk's office staff and chambers staff.
- Assist in the administration and tracking of the monthly transit subsidies program.
- Assist with the coordination of human resources-related events.
- Perform clerical duties such as: reception, filing, scanning, emailing or faxing documents, sending out correspondence to applicants, maintaining spreadsheets, reserving conference rooms for interviews and proctoring exams.
- Perform other duties as assigned.

REQUIRED QUALIFICATIONS: Qualifying experience for CL-24, one year specialized experience equivalent to work at the CL-23. Qualifying experience for the CL- 25, one year specialized experience equivalent to work at the CL-24.

SPECIALIZED EXPERIENCE: Progressively responsible administrative experience that provided knowledge of the rules, regulations, procedures and practices of human resources administration and involved the routine use of automated human resources systems or other computer based systems such as word processing, spreadsheets or database applications.

REQUIRED COMPETENCIES (KNOWLEDGE, SKILLS AND ABILITIES)

- Knowledge of procedures and practice as they relate to human resources. Knowledge of reporting requirements for human resources paperwork, transactions, and data. Knowledge of national regulations and changes impacting policies, procedures, and fair employment practices.
- Knowledge of human resource management such as recruitment, compensation, benefits, performance management, and equal employment opportunity.
- Knowledge of federal court operations, functions, and organizational structure. Knowledge of the Guide to Judiciary Policies and Procedures, the Human Resources Manual, and of internal controls guidelines.
- Skill in filing and record keeping. Knowledge of filing and record keeping requirements. Ability to file, extract, and re-file documents accurately and appropriately. Ability to follow detailed instructions and multitask.
- Knowledge of and compliance with the Code of Conduct for Judiciary Employees and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.
- Ability to communicate effectively (orally and in writing) to individuals and groups to provide training and/or explain human resources policies and activities. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures. Ability to interact tactfully with a wide variety of people.
- Skill in the use of automated equipment including word processing, spreadsheet, presentation, and database, as well as automated human resources systems and other computer-based systems used by the court unit to process human resources information. Knowledge of applicable human resources software and web based applications.

DESIRABLE EXPERIENCE: Preference will be given to applicants who have performed the listed duties within the Federal Judiciary or other federal agency.

CONDITION OF EMPLOYMENT: This is a temporary position which has potential to become permanent. The incumbent will serve a one year probationary period. At the end of the one year probationary period, if the incumbent's performance is satisfactory, the appointment may be converted from temporary to permanent.

APPLICATION PROCEDURE: To be considered for this position please submit a resume detailing your education and work experience, along with a cover letter. The cover letter should indicate the position for which you are applying (including the vacancy number), and identify how your education and/or experience relate to the duties and responsibilities of the position. **Resumes without the cover letter addressing the qualifications will not be considered.**

PLEASE SUBMIT YOUR RESUME AND COVER LETTER TO:

U.S. DISTRICT COURT
500 PEARL STREET
NEW YORK, NEW YORK 10007
ATTN: HUMAN RESOURCES, SUITE 310
OR
Personnel@nysd.uscourts.gov

APPLICANTS MUST BE A CITIZEN OF THE UNITED STATES OR ELIGIBLE TO WORK IN THE UNITED STATES.

THE SUCCESSFUL CANDIDATE FOR THE POSITION IS SUBJECT TO A BACKGROUND CHECK.

THIS POSITION IS SUBJECT TO MANDATORY ELECTRONIC FUNDS TRANSFER FOR PAYMENT OF NET PAY.

ONLY CANDIDATES SELECTED FOR INTERVIEWS WILL BE CONTACTED.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER.